

BOARD OF DIRECTORS
FRIENDS OF POPLAR HILL MANSION

May 20, 2020

Open Board Meeting Minutes

Present: Board Chair, David Scheid, Board Vice Chair, Jeanne Mears, Treasurer, Sharon Murphy; Board Members: Ginny Hussey, Betsy Wolfe, Carol Smith, and Loudell Insley; Curator & Recording Secretary, Sarah Meyers

I. Call to Order:

The May Open Board Meeting of the Friends of Poplar Hill Mansion was called to order on Wednesday, May 20, 2020 at 12:04 p.m. by Board Chair David Scheid.

II. Approval of Minutes:

The Board Chair asked if there were any corrections or additions to the February 19, 2020 Open Board Meeting Minutes. Hearing no corrections to the February 19, 2020 Open Board Meeting Minutes were approved.

III. Reports:

A.) Chair: David Scheid

- 1.) David talked about the new bee garden (39'x19'). Designs have been submitted. Budget needs to be completed and submitted to funding source. Students have volunteered to help. Grounds need to be cleaned and edging installed.
- 2.) David sees a need for some storage solutions and new showcase. Review of the wish list from Gaylord Archival. He noted the importance of each item and why it is needed at the Mansion. Carol mentioned how the cabinet will give more security for items on display. Sharon makes the motion to remove \$7,000 from the CFES to pay for the requested items from Gaylord. Ginny seconds. Unanimous. Motion carries
- 3.) Tom Truitt has resigned from the Board. New Board members are needed especially after the departure of Tom and Scott, last year. David is going to ask some people at SU.

B.) Treasurer Report: Chair Sharon Murphy

- 1.) No report due to COVID-19 and the non-access to the Mansion.
- 2.) Sarah did mention expenditures which have been made and income, including a donation, a membership renewal, and a new membership.

IV. Curator Report: Sarah Meyers

- 1.) Donations/Acquisitions: Raffle Items
- 2.) Total Guests since last report: 90 guests
- 3.) Additions to the calendar: None
- 4.) Changes to the calendar: Cancelations due to COVID-19
- 5.) Curator Remarks:
 - a.) Sarah attended the Small Museums Association Conference.

- b.) Sarah attended Maryland History Day, sponsored by Preservation Maryland, in Annapolis to advocate to our statewide legislators about preservation funding. Many of the programs funded by preservation efforts go to grants and other resources used by museums.
 - c.) Sarah talked about the impact COVID-19 has had on the Mansion with the shutdown. It has meant the cancelation of numerous events, both museum sponsored and private events such as weddings. The City, under the guidelines from the Governor's Office, will make the determination as to when PHM can reopen and under what conditions that reopening can take place.
 - d.) Sarah and Ginny are still working on grants. PHM did not receive the marketing grant as hoped. Also, it was determined that the Friends did not meet the eligibility requirements for the Maryland Humanities grant. Sarah has also been looking at grants to help with COVID-19 relief, but most of those are for operating expenses and again, PHM is not eligible.
 - e.) Sarah has been working with David and his students at SU to have a new historic bee/pollinator garden installed. The new garden will go where there had been laurel planted by the entrance to the parking lot. All of the laurel (and invasive Virginia Creeper) has been removed, as well as a tree that had died and was leaning terribly.
 - f.) The City is still moving forward with residing. Funds were approved by Council to have the Kitchen completed by the end of the fiscal year (June 30). The contractor came down and took a sample of the good siding from the second floor, to recreate the beaded siding required by MHT. The paperwork for approval of the project has been submitted to MHT and the project is moving forward.
 - g.) Sarah took time to make some cloth face masks for people. Although not directly work for PHM, making these garnered a donation to the Friends of \$100 from Connie Strott and a new family membership from Earle Hatton. It has also gotten PHM some mentions on social media as a lot of friends tagged me as the Curator of Poplar Hill Mansion, including some local influencers.
- 6.) Discussion Curator Report:
- a.) Betsy asked when PHM will be reopening and the answer is unknown. The City has the final approval and it will be most likely dependent on the Governor's plan.

V. Committee Reports:

A.) Membership:

- 1.) New Chair needed since Tom resigned. Loudell volunteered to become the new Chair. It was mentioned that the Friends need to send out a letter asking for donations in light of lack of income from the shutdown.
- 2.) The Spring Fling has been postponed.

B.) Hospitality: Jeanne Mears

- 1.) A written annual report has been submitted.
- 2.) No further report at this time except that events have been canceled.

C.) Publicity:

- 1.) None.

D.) Acquisitions: Carol Smith

- 1.) None.

E.) Mansion Improvements: Betsy Wolfe

- 1.) Smokehouse improvements are needed, perhaps to include plexiglass over the door so people can see it better and items, such as faux foodstuffs, to make it more interesting. Loudell suggested making seasonal displays and rotating the tools on display. Proper signage and interpretation are also needed.

F.) Audit Committee: Carol Smith

- 1.) Carol once again requested that each committee chair submit a written report/brief summary to her to include in the annual review. She hopes to be able to report soon. The annual report was delayed due to the shutdown from COVID-19

G.) Garden: David Scheid

- 1.) Reported in the Chair's report.

H.) Budget & Finance: Sharon Murphy

- 1.) Sharon still needs committee budgets.

VI. Old Business

- A. None.

VII. New Business

- A.) None.

VIII. Adjourn:

The Chair asked if there were any further business. Hearing none he called for a motion to adjourn the meeting. Loudell made a motion to adjourn the meeting, second by Carol. The meeting was adjourned at 12:41 PM.

Respectfully Submitted,



Sarah Meyers
Curator
Recording Secretary